

UNITED STATES OF AMERICA

GENERAL SERVICES ADMINISTRATION



DATE: January 5, 1979

*National Archives and Records Service*

*Washington, DC 20408*

REPLY TO  
ATTN OF: NND

SUBJECT: Revised procedures for coordination with agency declassification representatives

TO: Agency Declassification Representatives

In order to complete action on projects begun under Executive Order 11652 and to implement the new Executive Order 12065, the National Archives Records Declassification Division (NND) is modifying its procedures. These modifications should decrease the workload of Agency declassification representatives, as they will enable us to keypunch information on individual documents you determine should be exempt from declassification directly from the Declassification Review Worksheets (GSA Form 7130) and provide each agency head with a print-out listing of all documents held for re-review or future automatic declassification at the direction of their representative.

Agency representatives can assist NND in this by using the following procedures for marking actions on the worksheets for documents containing classified information for which your organization is responsible and for foreign or international organization documents held for your examination as the agency of receipt or subject matter interest.

- 1) When you decide to declassify a document which is exclusively in your area of responsibility:
  - a) line through the item on the worksheet,
  - b) write or stamp "Declassified" in the "agency" block of the "Further Action" column,
  - c) date the action, and
  - d) initial the action. (If you cannot personally be identified in this manner on a public document, please discuss this problem with me.)
- 2) When you decide to exempt a document from declassification:
  - a) write or stamp "Hold" in the "agency" block of the "Further Action" column,
  - b) indicate by writing "D" (automatically declassified) or "R" (re-review) and the year when the action will take place in the "D or R/Date" column,
  - c) date the action, and
  - d) initial the action.

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- 3) When you decide that your agency has no objection to declassification but that coordination with another U.S. agency is required:

- a) write or stamp "No objection by [name of agency] subject to review by [name of another U.S. agency] in the "agency" block of the "Further Action" column,
- b) date your action, and
- c) initial the action.

In such cases the Records Declassification Review Branch will review the document under that agency's guidelines and coordinate the review with that agency's representative if necessary.

We also request that whenever possible you downgrade TOP SECRET documents still requiring protection. This will assist us in copying and transmitting the documents if they are requested under mandatory review. Your help and cooperation in this matter will be greatly appreciated.



EDWIN A. THOMPSON  
Director  
Records Declassification Division